



State of Montana
DEPARTMENT OF CORRECTIONS
FLSA COMPENSATORY TIME PROVISION:
NON-EXEMPT POSITIONS

Employees shall designate between overtime pay or compensatory time, when overtime is assigned. The employer and the employee shall arrange for the provision of compensatory time in lieu of overtime pay by mutual agreement and in accordance with DOC policy. The employer and the employee acknowledge that they understand the provisions of this policy and that accrual of FLSA Compensatory time is in lieu of payment to the affected employee at 1 ½ times the hourly rate for all time worked in excess of 40 hours within the work week.

A. To take overtime pay only.

B. To accumulate comp-time at 1.5 per hour worked to be used as time off at a later date.

Comp-time may be accumulated to a maximum of 60 hours, unless otherwise stated in a collective bargaining agreement. After accumulating the 60 hours of comp-time, the employee will be paid wages for all additional hours which qualify for overtime compensation.

Upon using comp-time that causes the employee to fall below the 60-hour limit, an employee will once again be credited with comp-time until they build 60 hours.

Initial your choice below, this choice will remain in effect until the employee requests a revision by submitting a new form to the Payroll Bureau:

I choose option A. _____

I choose option B. _____

Employee: (please print) _____

Employee ID# _____

Signature: _____

Date: _____

Supervisor/Hiring Authority: (Please print) _____

Signature: _____

Date: _____

Employees are responsible for returning this completed form to the employee's supervisor on the start date.

Supervisors are responsible for routing this form to the DOC Payroll Bureau.